

Eastern Washington Agriculture and Food Processing Partnership
THE _____ COMPANY INDIVIDUAL TRAINING PLAN

Trainee	Phone	E-mail
Supervisor	Phone	E-mail
Current Position	Desired Position	Skill Standard Identified

SUMMARY OF SKILL GAPS

ASSESSMENT TOOL

<i>SKILL NEEDS</i>	CASAS	TABE	WORKKEYS	NOCTI
Basic				
Employability				
Manufacturing				
Industry				

RECOMMENDED TRAINING PLAN TO MEET AN INDUSTRY SKILL STANDARD

The employee and employer will work together to determine if the company or other training provider will provide and pay for the training needed over an agreed timeframe that extends beyond the life of the grant money available.

1. _____
2. _____
3. _____
4. _____
5. _____

TRAINING TO TAKE PLACE DURING THE PILOT PROGRAM

(a maximum of 2 customized courses or enrollment in course of study)

Type of training (courses)	Training provider	Hours of training	Comments

***by signing below, you are agreeing to participation in this evaluation.**

Signature of Employee

Signature of Supervisor

Date

Next Review Date

The following may be used as additional documentation:

TRAINING RECEIVED IN THE LAST TWELVE (12) MONTHS

Through my company:

Through the Eastern Washington Agriculture and Food Processing Partnership or other public/private partnerships:

Other:

ASSESSMENT RESULTS

1. Basic Skill Needs

Date: _____
Tool used: CASAS
TABE
WORKKEYS
Score (if applicable): _____

Comments:

2. Employability Skill Needs

Date: _____
Tool used: CASAS
TABE
WORKKEYS
Score (if applicable): _____

Comments:

3. Basic Manufacturing Skill Needs

Date:

Category	Score/Comments
1. Math, Science, Measurement and Communication Skills	
2. Workplace Safety, Health and Job Skills	
3. Quality Assurance (Maintenance)	
4. Blueprint Reading	
5. Manufacturing Fundamentals, Processes, and Materials	
6. Planning & Scheduling Production Processing & Material Utilization	
7. Computer Use	
8. Process Control and Improvement/Time Motion & Cost	
9. Purchasing and Resource Identification Activities	
10. Computer Control Functions, PLC's & Automated Manufacturing	
11. Communication Processes	
12. Electrical/Electromechanical Fluid Components	
13. Design Processes	
14.	
15.	

4. Industry Skill Standards Knowledge, Skills and Ability Skill Needs

Date:

Category	Score/Comments
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	